

ENCAMPMENT COORDINATOR

Service Team Position Description

SUMMARY

To direct a Service Unit Encampment focused on girl-planned and girl-led activities with an emphasis on the outdoor experience.

SUPPORTED BY

Service Team Events Manager, Encampment Mentors, Member Service Executive (MSE) in partnership with relevant GSACPC Program Staff.

APPOINTMENT

Appointed by MSE for one year; reappointment based on annual evaluation

RESPONSIBILITIES/DUTIES

- » Responsible for the overall management of the event. Review Safety Activity Checkpoints, Encampment Guide, and other resources to ensure the event follows all requirements.
- » Recruit an Encampment Committee of both volunteers and girls, and work with Events Manager to ensure the event supports GSLE. Encourage girl-led planning and execution of activities.
- » Coordinate with Council Staff to verify all necessary certifications and forms including Troop Trip Forms, First Aiders, TCC2, Food Managers & Handlers, Archery, Climbing Wall, Lifeguards, Small Watercraft, etc.
- » Reserve the encampment site and coordinate with the Reservations Specialist to ensure all site needs are met and outdoor elements can be staffed with required certifications.
- » With the Encampment Committee, determine general logistics, theme, budget and financial management, registration process, activity schedule, communication with troops, purchasing, food planning, safety management, emergency planning, and event evaluation.
- » Create a plan for promotion of the event, communication with attendees, and a post-event system of feedback.
- » Maintain control and atmosphere of fun throughout the event. Responsible for committee morale and recognition.
- » Act as liaison for the event with Council Staff if program is held on GSACPC property, including communicating with the Property Manager before, throughout, and after the event as requested.
- » Organize and maintain accurate records. Create and bring the following to the event: rosters for check-in, copies of participant communications, certifications, permission slips, and any additional forms. Encourage event planning outlines and evaluations be collected to support succession of event coordinators.
- » Ensure all applicable pre-and-post event paperwork is completed and submitted in a timely manner, such as finance report, budget, medication log, First Aid log, or incident/accident report if they apply.
- » Participate as an active member of the Service Team by attending regular Service Team and leaders' meetings.

REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Participate in Encampment Mentor program for training or as a mentor to others.
- » Complete the annual [Volunteer Agreement](#).
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Event Coordinator Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____

DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!